## 120373 Formative Assessments

**Formative Assessment 1: SO1 AC1-4**

You are involved in an HIV/AIDS awareness and counselling project in your local community. In a group, do the following:

1. Identify all the stakeholders: client, community leaders, community members, beneficiaries, suppliers, project team members, labourer, project managers, project sponsors, directors, donor/funder, unions, users and all other parties affected directly or indirectly by the project.

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1. Identify the primary stakeholders of the project

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1. Identify the project deliverables

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1. Verify the needs of stakeholders against the project deliverables. Prioritise the stakeholders. Use the table below to guide the discussion.

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|  | | **Needs/interests of stakeholders** | | **Participation tactic** |
| **List of all stakeholders** | **Stakeholders**  **prioritised** | **Positive** | **Negative** |  |
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1. Write a report to the primary stakeholders in order to advise them of modifications to the project.

**Formative assessment SO2 AC 1-4**

**Refer to Formative Assessment 1**

1. Identify the objectives for this project

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1. Identify the following constraints for the HIV/AIDS information and counselling project. Assume the following:

you have R150 000 for the project

you have only one trained counsellor

you are dependent on venues in the community

you have no computers available for the information sessions

you still have to train people to deliver the information sessions

there are 60 000 people living in the community and you want to reach at least 30% of the community

information sessions should take place at least twice a week

the average venue can hold about 200 people

the project must be completed within 3 months

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| Cost |
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| Time |
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| Legal |
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| Technology |
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| skills and knowledge |
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| experience |
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| scope |
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| quality |
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| deliverables |

1. Identify assumptions, needs, expectations, exclusions, inclusions and deliverables for this project.

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1. Develop work packages for the project

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1. Develop a WBS for the HIV/AIDS information and counselling project.
2. Write a report to the stakeholders regarding the WBS and the project constraints.

## Formative assessment SO3 AC1-4

1. Develop a scope document for the HIV/AIDS information and counselling project.
2. Prepare a sequence of events and a milestone chart for the scope document.
3. Make sure your scope document includes measures for success.
4. List the stakeholders that will receive the scope document.

**Formative assessment SO4 AC 1-5**

1. Develop a change mangement system by:

Developing a change control form

A change control register

A change control procedure

1. Volunteer for a project in your local community or at your local church or any other project you would like to be involved in. Contribute to the monitoring of the project’s scope by:
   1. Communicating feedback of progress towards delivering the scope
   2. Identifying deviations from scope and communicting opportunities for corrective action or improvement
   3. Identify, analyse, describe and report the impact of scope change
   4. Processing approved change requests in accordance with project scope change procedures
   5. Verifying project deliverables as complete per the agreed scope document or specified requirements
   6. Follow the procedures of the organisation and attach copies of documents as proof.